

SECRET

Special Support Assistant for the DD/S

5 August 1965

CIA, Records Administration Officer

SSA Files Survey

1. In accordance with your request a survey of your records was made with the following results:

a. The SSA files and two safe cabinets were physically transferred to the vault located in room 7-D-18. Responsibility for filing and retrieving documents from those files has been transferred to the Registry personnel. Specific files that are very active were left with the persons responsible for the functions. For instance, the representational allowances file was retained by [redacted] The parking, leave and other administrative papers were left with [redacted] The active travel files were retained by [redacted] However, as these files become inactive they should be incorporated with the central file in the Registry. This will help to maintain the integrity of the SSA files and facilitate the retirement of records at the end of each year.

b. The 1965 documents were removed from the folders and set up as a separate files series. This will expedite references to current material and provide for a calendar year cut-off of your files.

c. The material dated prior to 1965 was left intact in the original folders and brought together in one separate file series. These files will be retained in the Registry for a period of two years, or until the end of 1966, when they will be transferred to the Records Center. The Records Center will retain these files for an additional three years during which time they will be available for recall by your staff. At the end of five years the files will be destroyed.

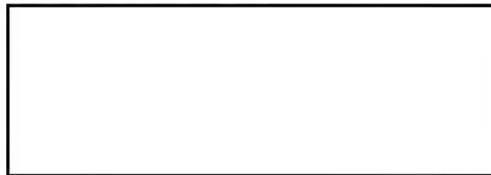
d. A filing guide was prepared to provide a means for classifying records for filing in the 1965 files. It will also serve as an aid for locating documents in the files. Copies are attached (Attachment 1) and should be made available to the members of your staff. Until the personnel in the Registry become fully acquainted with the type of records to be filed it would be helpful to have the SSA staff indicate where a particular paper should be filed. This may be typed on the file copy at the time the document is prepared or written on the face of the document if it originated outside the office of the DDS and will be filed in the SSA files.

e. A Records Control Schedule was prepared (Attachment 2). Adherence to these instructions will control the growth of your records and keep them at an operating minimum. Copies have been sent to the DDS Registry and to the Records Center. Any pertinent changes required can be made by submitting a request to this office.

f. The Registry will use Document Control Form 238 to maintain control, to prevent loss or misplacement of files, and to keep informed at all times of the location of your files. Adherence to the proper procedure will provide the Registry with the necessary information for proper control of the files. The system will be only as good as the users make it. (See Attachment 3)

g. During the survey supplies and unclassified materials were removed from the safe cabinets; the extra copies and obsolete or abandoned files were destroyed. Approximately six feet of filing space was regained for current files space. Two safes were moved into the vault. However, within a short period the files should be refilled in filing cabinets or on shelving which will be installed in the vault. An additional savings upon the release of the safes will be realized.

2. I wish to express my appreciation to you and your staff for the cooperation extended to [] during this survey. If further assistance is required please feel free to call us.



Attachments: 3

- * 1. Filing Guide
- 2. Records Control Schedule
- 3. Doc Control Procedure

* *File of background materials* []

DDS/RA [] 29 July 1965)

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